



**FAQ Number:** 1638

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**Question:** What is the process of adding multiple SSP Preparers?

**Answer:**

The Submitter can add Additional Preparers of an SSP by clicking on the Manage User Roles button.

To add additional preparers for an SSP, click the Add Preparer to SSP button. After clicking the button, you will be directed to a screen asking whether you would like to grant Preparer access to an existing CSAT user or a new CSAT user. Select the appropriate choice by clicking on the blue bar and entering the requested information. Both options generate a PDF form that you will need to return the Help Desk for approval.

SSP submitters will be locked out when multiple users are logged in.

In the instance when a user is both the Preparer and Submitter and wishes to add additional preparers to an SSP, the Preparer role for the Preparer/Submitter will be transferred to the SSP Preparer and the user will retain only the Submitter role.